

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST IV -
PREA Ombudsman Support Specialist

SALARY GROUP: B20

DEPARTMENT: Texas Board of Criminal Justice

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Lynne Sharp DATE: 02/02/2016

POSITION #: 047036

I. JOB SUMMARY

Performs highly complex consultative services and technical assistance work. Work involves planning, developing, and implementing a major agency program; providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public; and training, leading, and prioritizing the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates and works with Prison Rape Elimination Act (PREA) Ombudsman program staff in program planning, development, implementation, analysis, and documentation; and develops program policies, procedures, standards, and manuals in accordance with the PREA Ombudsman program objectives and goals.
- B. Oversees the completion of and monitors required PREA Ombudsman performance reports and recommends appropriate changes; collects, organizes, analyzes, and prepares materials in response to inquiries and requests for information and reports; and assists in reviewing legislation for impact on PREA Ombudsman operations.
- C. Coordinates and conducts surveys, inspections, and reviews to include monitoring and reviewing sexual abuse and harassment administrative investigations to ensure compliance with PREA standards, laws, regulations, policies, and procedures; and reviews program area functions and operations, identifies areas in need of change, and develops plans to improve the program and address areas of concern.
- D. Provides liaison with other departments of the agency, other agencies and organizations, and the public.
- E. Organizes, assigns, and reviews the work of others; and conducts training and provides guidance to staff in the development and integration of new and revised methods and procedures.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning criminal justice, program administration or public administration experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
4. Ombudsman or investigative experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to develop and evaluate program policies and procedures.
10. Skill to review technical data and prepare technical reports.

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11. Skill to gather, assemble, correlate, and analyze facts.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill to analyze program performance and develop plans to address identified issues.
14. Skill to organize, assign, and review the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.